

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services

DATE: 6 March 1951

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities Division during the month of February, 1951.

Volume:

A.	1. Requests for services on hand prior to February 1	46
	2. Requests on hand two months old or older	15
	3. Requests for services on hand 28 February	44
B.	Requests for services received in writing during February	182
C.	Telephone calls received during February	2300
D.	1. Orders submitted to GSA charged to quarterly encumbrance.	185
	February allotment of quarterly encumbrance for alterations and renovations \$8,017.00	
2.	Special orders submitted to GSA not charged to quarterly encumbrance.	10
	a. Renovations (251-165) \$7700	
	b. Renovations (Other) 450	
	Total \$8150	
3.	Orders submitted to GSA nonreimbursable (written and verbal)	300
4.	Routine inter-office memorandums and inter-agency letters.	51
E.		
		<u>January</u>
1.	Space moves	18
2.	Total personnel moved	144
3.	Equipment moves	40
4.	Man hours worked by GSA	1292
5.	Estimated cost	\$1868.80
	January allotment of quarterly encumbrance for Laborers and Trucks ---	\$3334.00
	February allotment of quarterly encumbrance for Laborers and Trucks ---	\$3333.00
F.	Protective Services (GSA Guard Posts)	
1.	Reimbursable Posts	137
2.	Non-reimbursable Posts	31
	February allotment of quarterly encumbrance	\$45,100

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G. Monies paid to GSA during the month of February for services rendered during the month of November.

1. GSA Guards	\$43,834.65
2. GSA Laborers and Trucks	2,587.07
3. Alterations and Installations	14,030.26
4. Janitorial Service, NSC	21.40
5. Elevator Service	81.32
Total	<u>\$60,354.70</u>

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Attachment